

## Capitalization Expectations

1. Capitalize the pronoun I.
2. Capitalize the first letter of the first word of each sentence.
3. Capitalize the first letter of names of people, organizations, and places.
4. Capitalize the first letter of adjectives that are made from the names of people and places.
5. Capitalize initials.
6. Capitalize the first letter of directions only when they are used to designate actual places, not when they point in a direction.
7. Capitalize the first letter of the names of months and the days of the week.
8. Capitalize the official title of a person (including abbreviations), but only when you use it with the person's name.
9. Capitalize words used as names or parts of names.
10. Capitalize the first letter of important words in a title of a book, magazine, story, essay, etc.
11. Capitalize historical events and documents.
12. Capitalize the name of languages, races, nationalities, and religions.
13. Capitalize acronyms. (An acronym is a word formed by the first or first few, letters of words in a long name of an organization.)
14. Capitalize initialisms. (An initialism is similar to acronym, but a word is not formed from the letters.)